



PROCEDURE 181	
Adopted	October 6, 2008
Last Revised	June 2015
Review Date	June 2020

REQUESTS TO DISTRIBUTE INFORMATION BY OUTSIDE ORGANIZATIONS

1) PURPOSE

Hastings and Prince Edward District School Board (HPEDSB) recognizes that local community groups, associations and organizations have purposes and activities which are of social and educational value to school communities. HPEDSB and its schools are approached by many organizations requesting approval to facilitate information sharing and/or to distribute information to students and families.

2) CONDITIONS FOR APPROVAL

- a) Normally, the only information that may be sent home with students will be from the school, the school board, other public education institutions, the provincial government (including public health), municipal government and the federal government.
- b) The information must be of educational or cultural benefit to students, support curriculum or extra-curricular activities for students or staff, and align with HPEDSB policies, procedures and the strategic plan.
- c) Information from charitable, non-profit, non-political or non-faith-based groups whose work supports student achievement and well-being may be submitted for consideration to be distributed to students using the criteria outlined in section 2 d).
- d) The information:
 - i) must take place within the HPEDSB jurisdiction and be appropriate for students;
 - ii) must not be from a private business or individual; and
 - iii) must not be of a political or faith-based nature.
- e) The information must respect the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the *Education Act*.
- f) All requests are to be treated in a fair and equitable manner.

3) APPROVAL PROCESS

- a) HPEDSB reserves the right to approve or deny approval any information for distribution to students, as it deems appropriate.
- b) The distribution of any information to students is at the discretion of the school principal, unless: a) direction to distribute has been given by the Director's Office, or b) distribution

is not permitted as outlined in section 2. The Communications Office will provide guidance and assistance in determining the appropriateness of the information, as requested.

4) ONCE APPROVAL HAS BEEN GIVEN

- a) Once the information is approved, the distribution may include any of the following, at the principal's discretion:
 - i) posted on a school's community bulletin board; or
 - ii) mentioned on the announcements; or
 - iii) copies available for pick-up in the office; or
 - iv) circulated to students.

- b) Information must be provided in hard copy, and bundled and labeled as instructed by HPEDSB. Electronic files will not be forwarded to schools to print and distribute.

Legal references

- *Ontario Regulation 298: Operation of Schools*, section 24 Advertisements and Announcements
- Ministry of Education Memorandum 2006:B15
- *Canada's Anti-Spam Legislation*

District references

- Board Policy No. 1: Board Mission and Goals
- Board Strategic Plan
- Administrative Procedure 170: Communications and Media Relations
- Administrative Procedure 171: Use of Board Logo
- Administrative Procedure 182: Sponsorships/Partnerships
- Administrative Procedure 505: Purchasing
- Administrative Procedure 260: Conducting Research in Hastings and Prince Edward District School Board
- Administrative Procedure 261: HPEDSB Students Conducting Research